

# Microsoft Word Introduction



## Course Details

**Course Name** Introduction to Microsoft Word

**Duration** 0.5 Day

**Course Code** AFBMWI

**Assumed Knowledge** None

## Course Aims

This course will teach you how to use the basic and intermediate features of Microsoft Word, such as creating, editing, and formatting documents, using themes and templates, applying new features, using hints, tips, and best practices, and using keyboard shortcuts. This course is for beginners or intermediate users who want to improve their skills in Word.

## What You Will Learn

This course introduces you to the basics of word processing with Microsoft Word. You will learn how to use the interface, create and edit documents, format text and pages, apply themes and templates, use new features, follow best practices, and use keyboard shortcuts.

## Skills

- Use the Word interface, navigate documents, and customise the ribbon and quick access toolbar.
- Create, edit, format, and save documents using themes and templates.
- Use the new features of Word, such as the Tell Me box, Smart Lookup, and Researcher, and discover some useful tips and best practices for working with Word efficiently.

## Target Audience

This course is suitable for anyone who wants to learn the basics of Microsoft Word, such as students, professionals, or personal users. No prior knowledge of Word is required, but some familiarity with the Windows operating system and basic computer skills are helpful. By the end of this course, you will be able to create and edit simple documents, apply formatting and styles, and use some of the new features of Word that can enhance your productivity and creativity.

## Course Content

### Module 1 – Getting to know Word

Topic A Introduction to Word

Topic B The Interface

### Module 2 – Exploring Word

Topic A Document Creation & Editing

Topic B Themes & Templates

### Module 3 – Making the most of Word

Topic A New Features

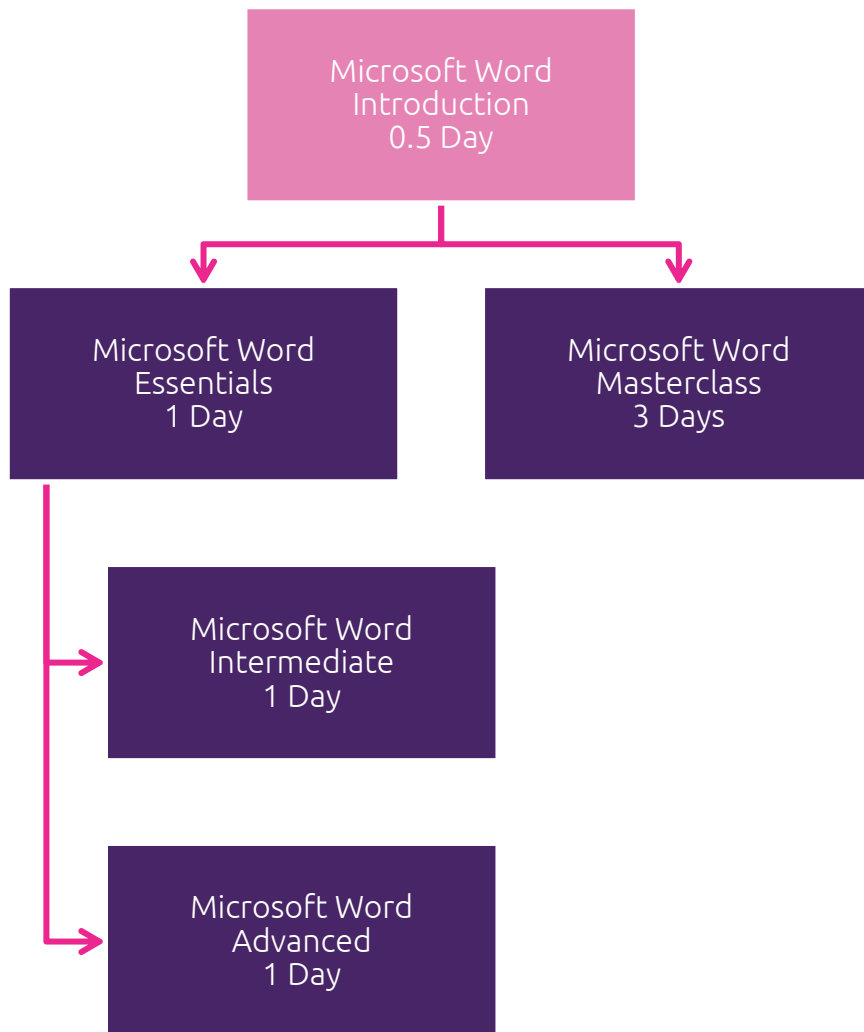
Topic B Hints, tips & Best Practices

Topic C Keyboard Shortcuts

## Course Progression

At Appetite, we offer a range of courses that will help you learn how to create and edit documents using Microsoft Word. You can choose the course that matches your needs and level of expertise, from an introduction to Microsoft Word to essentials to intermediate to advanced. In each course, you will learn how to use various features and tools of Word.

By completing our courses, you will be able to create simple, elegant, effective, and professional documents using Word. We look forward to seeing you in our courses and helping you master Word skills.



## About Appetite

### Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.

Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

## Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges